

REVISED COURIER RECEIPT EVALUATION CHART

<u>Present</u>	<u>Change</u>	<u>Plus Factors</u>	<u>Minus Factors</u>
Make out separately 1. Originating Office	1. One writing accomplishes all four functions	1. Errors of entry will be likely with one entry than with four. 2. Identical log data for each transaction will be carried in both the Originating and Receiving Offices. 3. A minimum overall saving of 5.5 minutes for each completed transaction will be realized for a total of better than 27.7 man years. 4. Processing through Mail Rooms will be a routine, uninterrupted procedure that will speed-up mail service at less cost. Courier Receipts will not have to be prepared or envelopes addressed. This factor will make it possible in the larger, more active mail rooms, to realize an substantial man-hour saving.	1. None
1. A Log Book or Card must be provided for some Originating and Receiving Offices.	1. Not necessary	1. Savings in cost of Log Books or Cards. However, this will be off-set by the need to secure 3"x5" file trays for the Log Slips.	1. A 3"x5" cross-section tray or file must be provided in offices now using the log book or card. The central Courier Receipt file and offices now using the document control forms for Log Records already have 3"x5" tray
1. A document number control is maintained by each Originating Office	1. To be eliminated	1. A savings in "control number entry time" in the Log Record Book. Although the time savings element is small per entry, the savings becomes substantial when multiplied by the total number of transactions.	1. None.

<u>Present</u>	<u>Change</u>	<u>Plus Factors</u>	<u>Minus Factors</u>
1. Not pre-numbered	1. The new forms will be pre-numbered for identification purposes. Each transaction will have a non-recurring number.	1. The revised, pre-numbered, form makes identification positive at three points, Originating Office, Receiving Office, and Central Courier Receipt File. Tracing time (when needed) will be cut by many hours and a more positive identification. 2. The present internal control number is not usually entered on other documents of record consistently, such as, Courier Receipt or Receiving Log Record. This makes tracing a lost transaction laborious and costly in man-hours. Also, identification at points of contact is not always possible.	1. The question can be raised that there will be no way to check "gaps in log entries. This point has dubious value. When the number of hand carried documents are considered that pass through with no entry getting on the log record book.

#### Summary of Plus Factors

1. Man year saving in the use of the revised form (less time of filing) 27.7 man years. Translating this into dollar savings @ \$3,670.00 yearly salary - \$101,666
2. The preparation of the Courier Receipt and address Label at the originating source of the document will stream line mail room operation in the larger offices. Mail will clear faster. The delays caused through the necessity of making out courier receipts and addressing envelopes will no longer exist. The amount of dollar savings is debateable, however, it is believed it should exceed \$10,000.00

3. The cost of Log Record Books or Cards will be eliminated. The savings will be partially off-set by acquisition of 3"x5" trays for the new log record. Actual savings not estimated.
4. The elimination of the need to maintain a number control will bring further man-hour savings. Actual savings not estimated.
5. The pre-numbered form will provide a more positive means of identification at three record contact points when necessary to trace down a transaction. Actual savings not estimated.

Minus Factors are practically non-existent.

Consideration must be given to the difference in initial cost -- \$5,215.40. However, this figure becomes a negative factor when weighed against the estimated yearly savings of \$101,666.

New Cost	-	630,000 sets	-	\$6,161.40
Old Cost	-			945.00
<u>Difference \$5,215.40</u>				

REVISED FORM NO. 240

COURIER RECEIPT AND LOG RECORD

The estimated dollar saving to be realized is based on the following figures:

OLD		NEW	
Preparation -	Minutes	Preparation -	Minutes
Courier Receipt	1.5	Courier Receipt, Log	
Orig. Office Log	2.5	and address	2.0
Receiving Office Log	2.5		
Envelope address	1.0		
Total Time	7.5		2.0

Estimated operating savings for each transaction 5.5 minutes.

Estimated one year supply of forms 630,000.

$630,000 \times 5.5 = 27.7$  man years

$\$3670$  (GS5)  $\times 27.7 = \$101,666$  savings

Other savings are fore-seen but not estimated.

REVISED COURIER RECEIPT EVALUATION CHART

<u>Present</u>	<u>Change</u>	<u>Plus Factors</u>	<u>Minus Factors</u>
Make out separately 1. Originating Office Log 2. Receiving Office Log 3. Courier Receipt 4. Address Label	1. One writing accomplishes all four functions.	1. Errors of entry will be less likely with one entry than with four. 2. Identical log data for each transaction will be carried in both the Originating and Receiving Offices. 3. A minimum overall saving of 5 minutes for each completed transaction will be realized for a total of better than 227 man years. 4. Processing through Mail Rooms will be a routine, uninterrupted procedure that will speed-up mail service at less cost. Courier Receipts will not have to be prepared or envelopes addressed. This factor will make it possible in the larger, more active mail rooms, to realize a substantial man-hour saving.	1. None.
1. A Log Book or Card must be provided for some Originating and Receiving Offices.	1. Not necessary.	1. Savings in cost of Log Books or Cards. However, this will be off-set by the need to secure 3"x5" file trays for the Log Slips.	1. A 3"x5" cross-section tray or file must be provided in offices now using the log book or card. The central Courier Receipt file and offices now using the document control forms for Log Records already have 3"x5" tray.
1. document number control is maintained by each Originating Office.	1. To be eliminated.	1. A savings in "control number entry time" in the Log Record Book. Although the time savings element is small per entry, the savings becomes substantial when multiplied by the total number of transactions.	1. None.
1. Not pre-numbered.	1. The new forms will be pre-numbered for identification purposes. Each transaction will have a non-recurring number.	1. The revised, pre-numbered, form makes identification positive at three points - Originating Office, Receiving Office, and Central Courier Receipt File. Tracing time (when needed) will be cut by many hours and a more positive identification. 2. The present internal control number is not usually entered on other documents of record consistently, such as, Courier Receipt or Receiving Log Record. This makes tracing a lost transaction laborious and costly in man-hours. Also, identification at points of contact is not always possible.	1. The question can be raised that there will be no way to check "gaps" in log entries. This point has dubious value. When the number of hand carried documents are considered the pass through with no entry getting on the log record book.

Summary of Plus Factors

1. Man year saving in the use of the revised form (less time of filing) 22.7 man years. Translating this into dollar savings@ \$3,670.00 yearly salary - \$83,309.00.
2. The preparation of the Courier Receipt and address Label at the originating source of the document will stream line mail room operation in the larger offices. Mail will clear faster. The delays caused through the necessity of making out courier receipts and addressing envelopes will no longer exist. The amount of dollar savings is debateable, however, it is believed it should exceed \$10,000.00.

3. The cost of Log Record Books or Cards will be eliminated. The savings will be partially off-set by acquisition of 3"X5" trays for the new log record. Actual savings not estimated.
4. The elimination of the need to maintain a number control will bring further man-hour savings. Actual savings not estimated.
5. The pre-numbered form will provide a more positive means of identification at three record contact points when necessary to trace down a transaction. Actual savings not estimated.

Minus Factors are practically non-existent.

Consideration must be given to the difference in initial cost --- \$5,215.40. However, this figure becomes a negative factor when weighed against the estimated yearly savings of \$83,309

New Cost	-	630,000 sets	-	\$6,161.40
Old Cost	-			<u>945.00</u>
		Difference		5,215.40